

## **eMILPO ACCESS REQUEST FORM**

For new accounts, modifications, and removal of existing accounts, please complete the form and submit to your supervisor or manager for approval. The approved form will need to be submitted to the system or user administrator for your unit so that a user account can be created. Please note the specific explanations below:

Workflow Role: includes BN S1 Chief, BN S1 Clerk, PSC Chief, PSC Clerk, Commanding Officer, Career Counselor, Senior System Administrator, System Administrator, Unit Administrator, PERSTEMPO Chief, PERSTEMPO Clerk, BDE S1 Chief, BDE S1 Clerk, and None  
User Role: User Administrator and User  
Requested Functions can be selected by categories or areas.  
User may be associated with up to 15 UICs.

User Information				
Name:		SSN:		
AKO User ID:		E-Mail Address:		
Phone Number:		Rank:		PGrade:
Unit Profile Information				
Associated UIC(s):		User Role (optional):		
Start Date:		End Date:		
Supervisor/Leader/Manager Information				
Name:		Phone Number:		
Requested Functions				
<input type="checkbox"/> Pers. Services <input type="checkbox"/> Pers. Accounting <input type="checkbox"/> Reassignments <input type="checkbox"/> Promotions <input type="checkbox"/> Readiness <input type="checkbox"/> Sys Admin. <input type="checkbox"/> DTAS <input type="checkbox"/> PERSTEMPO				
Personnel Services		Personnel Accounting		Reassignments
<input type="checkbox"/> Emergency Notification <input type="checkbox"/> Address <input type="checkbox"/> Name Change <input type="checkbox"/> Personal Data <input type="checkbox"/> Phone Number <input type="checkbox"/> SSN Correction <input type="checkbox"/> Service/Misc. Dates <input type="checkbox"/> Military Spouse (MACP) <input type="checkbox"/> Family Member <input type="checkbox"/> SFPA <input type="checkbox"/> Individual Awards <input type="checkbox"/> SGLI <input type="checkbox"/> Civilian Degree <input type="checkbox"/> Civilian Education <input type="checkbox"/> Military Education <input type="checkbox"/> Lost Time <input type="checkbox"/> Field Determined Security Status <input type="checkbox"/> Non-US Citizen <input type="checkbox"/> Naturalization <input type="checkbox"/> Professional Certification <input type="checkbox"/> GI Bill		<input type="checkbox"/> Assignment Considerations <input type="checkbox"/> AEA <input type="checkbox"/> Army Physical Fitness <input type="checkbox"/> Personal Management Tests <input type="checkbox"/> ASVAB/AFCT Scores <input type="checkbox"/> Weapons Qualification <input type="checkbox"/> MOS <input type="checkbox"/> Overseas Assignment Data		<input type="checkbox"/> Schedule Briefing <input type="checkbox"/> Briefing Attendance <input type="checkbox"/> HQDA Reassignments
		Personnel Accounting		Promotions
		<input type="checkbox"/> Soldier Arrival <input type="checkbox"/> OCONUS Arrival <input type="checkbox"/> Arrival Date Correction <input type="checkbox"/> Mass Arrival <input type="checkbox"/> Revoke Arrival <input type="checkbox"/> Attach Soldier <input type="checkbox"/> Mass Attachment <input type="checkbox"/> Slotting <input type="checkbox"/> Duty Status <input type="checkbox"/> Patient Tracking (Med only) <input type="checkbox"/> Patient Tracking History <input type="checkbox"/> Assignment History <input type="checkbox"/> Duty Assignment <input type="checkbox"/> Overseas Tour Credits		<input type="checkbox"/> Enlisted Reduction <input type="checkbox"/> Lateral Appointment <input type="checkbox"/> Promotion <input type="checkbox"/> Deny Promotion <input type="checkbox"/> Special Category Promotion <input type="checkbox"/> Restore/Revoke Previous Rank <input type="checkbox"/> Correct Date of Rank <input type="checkbox"/> Rank History <input type="checkbox"/> Enlisted Advancement Report (AAA-117) <input type="checkbox"/> Enlisted Promotion Report (AAA-294)
		PERSTEMPO		
		<input type="checkbox"/> Unassociated Soldier Events <input type="checkbox"/> Individual Events <input type="checkbox"/> Mass Events <input type="checkbox"/> Outprocessing Report		
		Readiness		
		<input type="checkbox"/> PAVR <input type="checkbox"/> HR Authorizations Report (UMR) <input type="checkbox"/> Non-Availability Deployment		<input type="checkbox"/> DTAS Soldier Record <input type="checkbox"/> TRN Upload (TPS)
System Administration Information				
Name:				
Signature and Date:				